



Departmental Quarterly Performance Report

Office of Management and Budget

**FY 2002-03
Fourth Quarter**

I. Performance Initiatives	Page 2
II. Personnel Status	Page 9
III. Financial Performance	Page 10
IV. Department Director Review	Page 12

Departmental Quarterly Performance Report
Department Name: Office of Management and Budget
Reporting Period: Fourth Quarter (July – September 2003)

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 1: To prepare the annual operating and capital budgets in a timely fashion in order to meet mandated deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> • Produce and make available the annual budget manual and ABDS updates for departmental use by mid-December each year • Distribute preliminary budget information by January 15 (each year) • Release Annual Operating and Capital Budgets between June 1 and July 15 (each year) pursuant to charter • Distribute the Final Adopted Budget by November 1 (each year) <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> • Timely production of budget manuals and documents to successfully produce operating and capital budgets and multi-year capital plan. <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> • Budget was released on July 11, 2003 	<p><u> </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>ECC Project</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p> <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 2: To inform the County Manager and Board of County Commissioners of quarterly revenue, expenditure and performance data for County departments in a timely manner.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> • Prepare and distribute all Quarterly reports within 60 days after books are closed for each quarter • Develop and maintain an on-going management information system available through the internet <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> • The response time of producing quarterly reporting documents • Monthly updates of web-based revenue, expenditure, and performance data <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> • Second and Third Quarter Performance Reports were posted on the Intranet; the Third Quarter Performance Report was provided within the required time frame. 	<p><u> </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>ECC Project</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p> <i>(Describe)</i></p>

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 3: To develop and implement business planning and performance measurement systems in order to provide a more efficient and effective government</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> • Publish and distribute updated business planning and performance measurement manuals by November 1 (each year) • Coordinate and monitor business development efforts by all departments <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> • Publication of documents by established due dates <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> ♦ Revised business plan instructions and a template are being designed and will be released in October 2003. 	<p><u> </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>ECC Project</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 4: To provide annual updates to the Five-Year Financial Plan</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> • Complete and distribute the Five-Year Financial Plan by end of second quarter each year <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> • Timely completion of updated plan <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> • The Five Year Financial Plan was changed to be a part of the final Business Plan and Adopted Budget. Inclusion of the relevant components is on schedule to be released as part of that document. 	<p><u> </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>ECC Project</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p>Goal 5: To provide timely completion of research projects and special requests in order to meet prescribed deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> Complete 90 percent of projects and special requests by stated deadline <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> Special projects completed by deadline Ratio of correspondence assignments received and successfully completed within specified deadlines <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> Increased emphasis is placed on timely completion of quality products. Although completion of correspondence assignments by deadline continues to be a challenge, based on the fourth quarter, 6 out of 16 correspondences (34%) were completed within stated deadline; out of the 16, three were completed within a week of the due date, raising the percentage (57%) - 9 out of 16. 	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p>Goal 6: To implement the BCC's incorporation policy and to work in a professional and courteous manner with communities desiring to incorporate</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> Support all municipal advisory committees and successfully negotiate conceptual agreements with those which desire incorporation, including, Cutler Ridge, North-Central Dade, East Kendall, Fontainebleau, Goulds, Northeast Dade, Princeton/Leisure City/Naranja (PLANT), Biscayne Gardens, Redland, Redland's Edge, Falls, and Westchester over the next 12 months. Complete staff analysis of each of the MACs listed above as per chapter 20 of the County Code. Negotiate annexation petitions with municipalities in a timely manner. Complete the transition of services and all required inter-local agreements with the Village of Palmetto Bay by the first quarter of FY 2003-04. Begin transition of services and negotiate required interlocal agreements with the Cities of Miami Gardens and Doral. Perform the necessary studies, negotiations and agreements to fully implement all of the Incorporation and Annexation policies approved by BCC. <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> Attendance at Municipal Advisory Committees (MACs) Successfully negotiated conceptual agreements with MAC in accordance with established timetables 	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

- Successfully negotiated annexation agreements with municipalities in accordance with established timetables

Comment(s):

- Annexation applications have been received for the Cities of Florida City, Hialeah Gardens, Coral Gables (Davis Ponce), Sweetwater, and Virginia Gardens. All have received their initial hearing before the BCC and been forwarded to the Planning Advisory Board for review
- Annexations were approved for the Town of Medley and the Cities of North Miami and South Miami. The City of South Miami, having more than 250 resident electors in the annexation area, was required to hold an election for those electors; the vote did not pass in South Miami annexation area.
- ◆ Staff support was provided to all active MACs
- ◆ Presentations were made before the Miami Gardens City Council and Northeast MAC

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 7: To assist in the development of proposed bond issues for consideration</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> To provide staff support in assessing comprehensive capital needs of the County for bond issues <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> Successful development of bond issues for consideration <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> Staff is working with County Manager's Office and CICC, and has participated in General Obligation Bond (GOB) work plan presented to the BCC. Staff worked with the Finance department on preparation of financing to take place in the fourth quarter and the next fiscal year (IT projects, Answer Center, Golf Club of Miami) 	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Goal 8: To prepare the County's annual Ryan White grant application, in compliance with all federal requirements, and obligate all direct Ryan White client service grant funds by July of each year</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> Ensure needs assessment is completed by independent consultant and submitted to the Miami-Dade HIV/AIDS Partnership by June (each year) Facilitate and support the Miami-Dade HIV/AIDS Partnership's process to establish service priorities and funding allocations, ensuring completion by August (each year) Prepare and submit all required grant application materials to federal government by deadline established each year (usually end of September) <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> Timely submission of documents <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> Needs assessment was completed in April 2003. The Miami-Dade HIV/AIDS Partnership completed funding allocations and prioritization of HIV services in June 2003. The Ryan White Title I grant application was submitted to the federal government by the established deadline of October 24, 2003. It is anticipated that a Notice of Grant Award will be received in prior to February 2004 for a grant period of March 1, 2004 through February 28, 2005. Current grant award is \$27.558 million. Total funds requested for next grant period is \$29.871 million. 	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 9: To maximize grant opportunities and to assist departments in the coordination function.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> Develop, maintain and update weekly, a grant resources web page as part of the County web portal to identify federal, state, local, private and international grant opportunities for County departments and community-based organizations; track the status of grants applied for and received by the various departments of the County; identify revenue maximization opportunities. <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> Timely posting of new grant announcements to grants web page and e-mails to departments and community-based organizations Assist departments in meeting grant proposal submission deadlines Timely submission of grants status reports Identify revenue maximization opportunities <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> Continually monitor state and federal legislation and grant opportunities, with an emphasis on current and emerging opportunities, i.e. state budget proposals, bus security, port security, fire assistance, homeland security, Technology Opportunities Program and revenue maximization opportunities Developed initial draft of Special Events and in-kind Reserve Fund process as well as application materials Planned for and developed materials for Children and Families Budget Prepared materials for Budget Hearings Developed language for inclusion in Alliance for Human Services CBO Funding RPF that allows for implementation of Revenue Maximization initiatives and create incentives for participation Assisted in grant application development efforts for: Operation Liberty Shield (\$317,000 awarded), CERT Training Program (\$35,000 awarded), First Responder Grant (\$10,000 applied for), Miami River Law Enforcement Security Initiative (\$830,700 applied for), and COPS Interoperable Communications Grant (approximately \$6 million applied for and not awarded). 	<p><i>Strategic Plan</i></p> <p><u>X</u> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Goal 10: To provide budget support to Efficiency and Competition Commission (ECC).</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> Monitor departments for cost savings throughout the year in conjunction with Office of Performance Improvement Identify efficiency options in cooperation with operating department staff throughout the year to meet or exceed budgetary goals established by Manager, Mayor, and BCC 	<p><i>Strategic Plan</i></p> <p><u>X</u> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Office of Management and Budget

Reporting Period: Fourth Quarter (July – September 2003)

<p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely provision of efficiency reports <p><u>Comment(s):</u></p> <ul style="list-style-type: none">▪ No ECC meetings were conducted in the fourth quarter	
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Goal 11: To complete office reorganizations and to improve span of control and the quality and timeliness of deliverables.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Improve span of control and the quality and timeliness of deliverables <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• On-time submission of quality reports <p><u>Comment(s):</u></p> <ul style="list-style-type: none">▪ No additional actions in fourth quarter.	<p><u> </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>ECC Project</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;"><i>(Describe)</i></p>

Departmental Quarterly Performance Report
Department Name: Office of Management and Budget
Reporting Period: Fourth Quarter (July – September 2003)

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	43	54	43	11	49	5	49	5	54	0

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies:

C. Turnover Issues: *Office of Management and Budget experienced high rates of turnover during the last three quarters however the situation has been stabilized. As noted above, a retention plan has been implemented after approved by the County Manager's Office.*

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

F. Other Issues:

- *Space for Ryan White staff continuous to be a challenge, which must be resolved.*
- *Filled positions include 6 management trainees.*

Departmental Quarterly Performance Report
Department Name: Office of Management and Budget
Reporting Period: Fourth Quarter (July – September 2003)

FINANCIAL SUMMARY

Office of Management and Budget (All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	4 th Quarter		FY 2002-03 Year-to-date (1 st 2 nd 3 rd and 4 th Quarter)			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues	General Funds							
Total								
Expense*								
Personnel	\$2,437	\$3,358	\$839	\$100	\$3,358	\$2,819	-\$539	-16%
Other Operating	\$171	\$128	\$32	\$220	\$128	\$663	\$535	518%
Capital	\$10	\$3	\$1	\$4	\$3	\$7	\$4	234%
Total	\$2,618	\$3,489	\$872	\$324	\$3,489	\$3,489	\$0	0%

Note: Other operating and capital expenses are higher than anticipated due to application and programming contract and increased annexation and incorporation expenses. Salary reimbursements are reflected on this quarter (year-end).

Health and Human Service - Ryan White Title I CARE Grant (All Dollars in Thousands)
Ryan White Title I Grant Year (FY 2003-04) runs from 3/1/2003 through 2/28/2004

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	2 st Quarter		YTD 2003-04			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Fed. Grants	\$26,563	\$27,024	\$6,756	\$6,935	\$13,512	\$6,935	(\$6,577)	-49%
♦ Carryover	\$776	\$534	\$133	\$0	\$267	\$0	\$0	N/A
Total	\$27,339	\$27,558	\$6,890	\$6,935	\$13,779	\$6,935	(\$6,844)	50%
Expense*								
Administration	\$829	\$1,351	\$338	\$209	\$676	\$386	\$290	43%
Contractual Svcs.	\$26,510	\$26,207	\$6,551	\$6,845	\$13,103	\$7,554	\$5,549	43%
Total	\$27,339	\$27,558	\$6,890	\$7,054	\$13,779	\$7,940	\$5,839	43%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Notes for Ryan White:

1. Second quarter information includes 3 months (June 2003 – August 2003) based on Ryan White Grant fiscal year.
2. Carryover amount at the discretion of the federal government.
3. Administrative expenditures are not evenly distributed throughout the fiscal year.
4. Drawdowns are made in arrears as needed to reimburse the County based on documented expenditures.

Departmental Quarterly Performance Report
Department Name: Office of Management and Budget
Reporting Period: Fourth Quarter (July – September 2003)

Equity in pooled cash (for proprietary funds only) (All Dollars in Thousands)

Fund/ Subfund	Prior Year	*Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	End of close-out	05/31/03	08/31/03		
SO 720 720	\$0	\$0	\$0		
Total	\$0	\$0	\$0		

* The federal grant is on a reimbursement basis. Therefore, during the grant period there is a negative cash balance between \$1 to \$2 Million. At the end of the close-out period, the cash balance is \$0.

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Departmental Quarterly Performance Report
Department Name: Office of Management and Budget
Reporting Period: Fourth Quarter (July – September 2003)

STATEMENT OF PROJECTION AND OUTLOOK

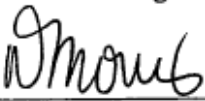
The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature
Department Director

Date 10-30-03